

# Wisconsin Certified Survey Map Checklist

(This form is NOT the statute or administrative rule, it is a guide to the statute and rule.)

## **s. 236.34 (1) CERTIFIED SURVEY MAP OF NOT MORE THAN 4 PARCELS OF LAND**

Location by 1/4-1/4 section \_\_\_\_\_ Section \_\_\_\_ T \_\_\_\_ N R \_\_\_\_ E-W

City Village Town \_\_\_\_\_ County \_\_\_\_\_

- ☐ Total number of parcels, including lots and outlots, can not exceed 4.  
*[Public dedications such as right of ways and parks do not count as parcels.]*

## **s. 236.34 (1) (a) THE SURVEY**

- ☐ Survey performed and map prepared by WI Registered Land Surveyor.  
*[Each Sheet (single sided) must be signed, sealed and dated by the Surveyor.]*
- ☐ Ratio or error in latitude and departure closure may not exceed 1'/3000'.

## **A-E 7.03 RESEARCH**

- ☐ Every property survey shall be made in accordance with the records of the register of deeds as nearly as is practicable. The surveyor shall acquire data necessary to retrace record title boundaries such as deeds, maps, certificates of title and centerline and other boundary line locations...

## **A-E 7.05 (4) PARCEL LOCATION**

- ☐ Describe all monuments used for determining the location of the parcel and show by bearing and distance their relationship to the surveyed parcel and indicate whether such monuments were found or placed. (Including monuments from adjoining and section split.)

**s. 236.34 (1) (b) MONUMENTS** All corners shall be monumented in accordance with s. 236.15 (1) (c), (d), & (g) as shown below.

## **s. 236.15 (1) MONUMENTS**

- ☐ (c) All lot, outlot, park and public access corners and the corners of land dedicated to the public shall be monumented by iron pipes at least 18" long and 1" outside diameter, weighing not less than 1.13 pounds per lineal foot, or by round or square iron bars at least 18" long and weighing not less than 1.13 pounds per lineal foot.
- ☐ (d) The lines that extend to lakes or streams shall be monumented at the point of intersection of the lake or stream lot line with a meander line established not less than 20 feet back from the ordinary high water mark of the lake or from the bank of the stream.
- ☐ (g) In cases where strict compliance with this subsection would be unduly difficult or would not provide adequate monuments, the department may make other reasonable requirements.  
[Existing accepted and archival monuments should not be removed or reset. They should be noted as existing or found and described by type, material, diameter, and shape.]

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## s. 236.34 (1) (c) PREPARATION. *[cross-referenced to s. 236.20 Wis. Stats. shown below.]*

- ☐ (c) The map shall be prepared in accordance with s. 236.20 (2) (a), (b), (c), (e), (f), (g), (h), (i), (j), (k), and (L) and (3)(b), (d), and (e) and must be clearly legible.  
*[Additional features such as wetlands, buildings and driveways, environmental corridors, and floodplain boundaries may be shown as required by local ordinance.]*
- ☐ At a **graphic scale** of not more than 500 feet to an inch, which shall be shown on each sheet showing layout features.
- ☐ Binding margin 1.5" wide and a 0.5-inch margin on all other sides on durable white paper 8 1/2" wide by 14" long
- ☐ It must be on durable white media with a nonfading black image.
- ☐ When more than one sheet is used for any map, each sheet number shall be labeled as **(Sheet 1 of 3 sheets)**.
- ☐ "**CERTIFIED SURVEY MAP**" shall be printed on the map in prominent letters on each sheet with the location of the land by government lot, recorded private claim, quarter-quarter section, section, township, range and county noted.
- ☐ Seals or signatures reproduced on images complying with this paragraph shall be given the force and effect of original signatures and seals.

## s. 236.20 (2) MAP AND ENGINEERING INFORMATION

- ☐ (a) The exterior boundaries of the land surveyed and divided must be clearly shown. *[Use a solid heavy line.]*
- ☐ (b) All monuments erected, corners, and other points established in the field in their proper places.
- ☐ The material of which the monuments, corners, or other points are made shall be noted at the representation thereof or by Legend, except lot, outlot, and meander corners need not be shown.
- ☐ The Legend for monuments shall indicate the type, the outside diameter, length, and weight per lineal foot of the monuments.
- ☐ (c) The length and bearing of the exterior boundaries, the boundary lines of all blocks, public grounds, streets and alleys, and all lot lines. When the lines in any tier of lots are parallel the bearings of the outer lines on each tier may be sufficient.
- ☐ Easements not parallel to a boundary or lot line shall be shown by centerline bearing and width or by easement boundary bearings and distances.
- ☐ Where easement lines are parallel to boundary or lot lines, the boundary or lot line distances and bearings are controlling.

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## s. 236.20 (2) MAP AND ENGINEERING INFORMATION (continued)

- ☐ Where the exterior boundary lines show bearings or lengths which vary from those recorded in abutting plats or certified surveys, "recorded as" bearings and distances shall be shown.
- ☐ (e) All lots and outlots must be consecutively numbered.
- ☐ (f) The exact width of all easements, streets and alleys.
- ☐ (g) The distances and bearings along all meander lines, and the distance to the ordinary high water mark at each lot line (must be greater than 20').
- ☐ (h) The centerline of all streets.
- ☐ (i) North referenced to a magnetic, true or other identifiable direction. Related to a boundary line of a quarter section, recorded private claim or federal reservation in which the subdivision is located. Include a north arrow on each sheet with details
- ☐ (j) The areas in square feet of each lot and outlot.  
*[See 66 OAG 2 (1977) for discussion of lot area calculation involving public and private roads, easements, and navigable water.]*
- ☐ (k) When a street is on a circular curve, the main chords of the right-of-way lines shall be drawn as dotted or dashed lines in their proper places.
- ☐ Curves shall show the radius, the central angle, chord bearing, the chord length and the arc length for each segment.
- ☐ The tangent bearing shall be shown for each end of the main curve.
- ☐ When a circular curve of 30-foot radius or less is used to round off the intersection between 2 straight lines, it shall be tangent to both straight lines. It is sufficient to show on the plat the radius of the curve and the tangent distances.
- ☐ (L) When strict compliance with a provision of this section will entail undue or unnecessary difficulty or tend to render the plat or certified survey map more difficult to read, and when the information on the plat or certified survey map is sufficient for the exact retracement of the measurements and bearings or other necessary dimensions, the department may waive such strict compliance.

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## s. 236.20 (3) LOCATION AND POSITION

- ☐ (b) The location of the CSM shall be indicated by bearing and distance from a boundary line of a quarter section, recorded private claim or federal reservation in which the subdivision is located.
- ☐ The monuments at the ends of the boundary line shall be described and the bearing and distance between them shown.
- ☐ (d) The names of adjoining streets, state highways and subdivisions shown in their proper location underscored by a dotted or dashed line.
- ☐ (e) Abutting street and state highway lines of adjoining plats shown in their proper location by dotted or dashed lines. The width of these streets and highways shall be given also.

## A-E 7.08 U.S. public land survey monument record.

- ☐ (1) A U.S. public survey monument shall be prepared and filed with the county surveyor's office as part of any land survey which includes or requires the perpetuation, restoration, reestablishment or use of a U.S. public land survey corner, and,
- ☐ (a) There is no U.S. public land survey monument record for the corner on file with the county surveyor; or
- ☐ (b) The land surveyor who performs the survey accepts a location for the U.S. public land survey corner which differs from that shown on a U.S. public land survey monument record file with the county surveyor's office; or
- ☐ (c) The witness ties or U.S. public survey monument referenced in an existing U.S. public survey monument record have been destroyed or disturbed.

## s. 236.34 (1) (d) SURVEYOR'S CERTIFICATE OF COMPLIANCE

The map shall include a certificate of the surveyor who surveyed, divided and mapped the land which has the same force and effect as an affidavit and which gives all of the following information:

- ☐ (1) State who directed the Surveyor to make the survey, division and map of the land described on the CSM
- ☐ (2) A clear and concise description of the land surveyed by government lot, recorded private claim, 1/4, 1/4 section, Section, township, range and county; and by metes and bounds
- ☐ A-E 7.04 The description shall contain necessary ties to adjoiners

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## s. 236.34 (1) (d) SURVEYOR'S CERTIFICATE OF COMPLIANCE (continued)

- ☐ Commencing with a monument at a section or quarter section corner of the quarter section that is not the center of a section, or
- ☐ Commencing with a monument at the end of a boundary line of a recorded private claim or federal reservation in which the land is located.
- ☐ If the land is located in a **recorded subdivision or recorded addition to a recorded subdivision**, then by the number or other description of the lot, block or subdivision, which has previously been tied to a corner marked and established by the U.S. public land survey.
- ☐ (3) A statement that the map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land.
- ☐ (4) A statement that the surveyor has fully complied with the provisions of this section in surveying, dividing and mapping the land.

## s. 236.34 (1) (e) DEDICATIONS

- ☐ A certified survey map may be used for dedication of streets and other public areas when Owners' Certificates and Mortgagees' Certificates which are in substantially the same form as required by s. 236.21 (2) (a) have been executed and the city council or village or town board involved have approved such dedication. *[County Approval is required if dedication is to the County].* (when lands are dedicated to public)
- ☐ Certificate in following form: "As owner, I hereby certify that I caused the land described herein to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map. I also certify that this Certified Survey Map is required to be submitted to the following for approval" (list government body required to approve).  
**OWNER'S CERTIFICATE**
  - ☐ Signed
  - ☐ Dated
  - ☐ Witnessed
  - ☐ Acknowledged
- ☐ Approval and recording of such certified surveys shall have the force and effect provided by s. 236.29.

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## **s. 236.34 (1) (f) SUBMITTAL**

- ☐ Within 90 days of submitting a certified survey map for approval, the approving authority, or its agent authorized to approve certified survey maps, shall take action to approve, approve conditionally, or reject the certified survey map and shall state in writing any conditions of approval or reasons for rejection, unless the time is extended by agreement with the subdivider.
- ☐ Failure of the approving authority or its agent to act within the 90 days, or any extension of that period, constitutes an approval of the certified survey map and, upon demand, a certificate to that effect shall be made on the face of the map by the clerk of the authority that has failed to act.

## **s. 236.34 (2) RECORDING**

- ☐ (a) Certified survey maps prepared in accordance with sub. [\(1\)](#) shall be numbered consecutively by the register of deeds and shall be recorded in a bound volume to be kept in the register of deeds' office, known as the "Certified Survey Maps of .... County".
- ☐ (b) If the certified survey map is approved by a local unit of government, the register of deeds may not accept the certified survey map for record unless all of the following apply:
  - ☐ (1) The certified survey map is offered for record within 6 months after the date of the last approval of the map and within 24 months after the first approval of the map.
  - ☐ (2) The certified survey map shows on its face all of the certificates and affidavits required under sub. [\(1\)](#).

## **s. 236.34 (3) USE IN CONVEYANCING**

- ☐ When a certified survey map has been recorded in accordance with this section, the parcels of land in the map shall be, for all purposes, including assessment, taxation, devise, descent and conveyance, as defined in [s. 706.01 \(4\)](#), described by reference to the number of the certified survey, lot or outlot number, the volume and page where recorded, and the name of the county.